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13 February 1952

TO : Deputy Director (Administration)
FROM : Assistant Deputy Director (Administration)
SUBJECT: Changes in Tables of Organization.

1. PROBLEM

To determine whether, as a general rule, tables of organization should be expanded while present personnel ceilings apply.

2. FACTS BEARING ON THE PROBLEM

- 25X9 a. The Director has established an "on duty" personnel
ceiling of [REDACTED] to be reached about 1 January 1953 and has
25X1A directed that the rate of entry on duty be reduced to approxi-
mately [REDACTED] per month.
- 25X9 b. Present tables of organization authorize approximately
[REDACTED] positions, which is [REDACTED] in excess of our ceiling. 25X1A
- 25X9 c. At the prescribed rate of [REDACTED] per month, we would not
have on duty the [REDACTED] personnel now authorized in T/O's until 25X1A
about 1 November 1953; approximately 20 months from now.

3. DISCUSSION

Under existing policy, an Agency component will not be permitted to enter on duty more personnel than the number prescribed in its established personnel ceiling, regardless of the number authorized in its T/O. Therefore, from one point of view, the number by which a T/O exceeds a ceiling is immaterial. However, each component should have a T/O sufficiently in excess of its ceiling to allow for losses in process, attrition, etc., so that it can actually have on duty the number allowed by its ceiling. In general, the amount by which our over-all T/O exceeds our over-all ceiling, [REDACTED] per cent, should be sufficient for this purpose.

It is believed that offices tend to plan, request, and defend their requirements on the basis of their approved T/O's and that too much difference between T/O's and ceilings leads to unrealistic planning and consequent unrealistic requests for administrative support.

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Document No. <u>12</u>
No Change In Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed To: TS <u>SC</u>
Date: <u>13 Nov 78</u> By: <u>016</u>

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4. CONCLUSIONS


In general, it is unrealistic and it is believed that no useful purpose would be served by allowing Agency components to express their ambitions through increased T/O's that would substantially expand the Agency total and which would not be filled in the foreseeable future.

5. RECOMMENDATIONS

a. That any office which can demonstrate actual need for a moderately increased T/O in order to be able to enter on duty the number of personnel allowed in its ceiling be authorized such an increase.

b. That at this time an increase, except as indicated in paragraph a. above, in one component of the Agency be accompanied by a corresponding decrease elsewhere.

25X1A


L. K. WHITE
Assistant Deputy Director
(Administration)

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